



*Cobb County...Expect the Best!*

## COBB COUNTY GOVERNMENT

Human Resources Department  
Employment Center, 100 Cherokee Street,  
Second Floor

Marietta, GA 30090-7006

<http://www.cobbcounty.org/hr>

# PUBLIC PROGRAMS COORDINATOR

<b>Job Title</b>	PUBLIC PROGRAMS COORDINATOR
<b>Working Title</b>	PUBLIC PROGRAMS COORDINATOR
<b>Position Information</b>	Executive director of the non-profit Keep Cobb Beautiful (KCB), Inc., an affiliate of Keep America Beautiful to carry out various environmental, beautification, and recycling programs/events as incorporated into Cobb County Government's overall mission for Keep Cobb Beautiful and continuous improvement of environmental stewardship and sustainability in Cobb County.
<b>Salary</b>	\$46,508.80 - \$74,256.00 per year
<b>Grade Code</b>	54
<b>Position Number</b>	3035001
<b>Essential Duties</b>	<p>Oversees and coordinates 21 Board of Commissioner and municipality appointed non-profit board members.</p> <p>Serves as Executive Director for Keep Cobb Beautiful, Inc (501C3) Volunteer Board; prepares factual materials and proposals and plans the agenda for Board members.</p> <p>Coordinates and manages the administration of ongoing beautification, recycling and litter prevention programs including Adopt-A-Mile, Adopt-A-Trail, Cobb Trees, County Facilities and Parks Recycling Program, Battery Recycling at Cobb Libraries, Battery Recycling at Cobb Government Buildings, Graffiti Cover-Ups and Recycle Drop Spots.</p> <p>Plans and directs beautification, recycling and litter prevention events including Bring One For The Chipper, Electronic Recycling Events, Medication Disposal Day Events, and Document Shredding Events.</p> <p>Serves as liaison between the non-profit and DOT, PRCA, Water System and/or Public Safety as required to facilitate the continuation of existing programs. Provides presentations and facilitates collaborative and cooperative initiatives between and amongst other County departments, local governments, State and Federal agencies, private business interests, civic groups, and concerned citizens.</p> <p>Researchs, writes, manages, administers, tracks and reports on all available grant opportunities (community improvement, environmental, recycling and beautification).</p> <p>Pursues, develops, and implements new "Low Cost" or "No Cost" community improvement, environmental, recycling and beautification Programs.</p> <p>Databases, tracks and calculates required metrics on an ongoing basis; develops and prepares required periodic reports for Keep Georgia Beautiful, Keep America Beautiful, Bring one for the Chipper, and Great American Cleanup to ensure KCB maintains "Affiliate in Good Standing".</p> <p>Prepares, writes, submits and presents KCB related agenda items and/or proclamations.</p> <p>Administers KCB website, KCB Facebook and KCB newsletter.</p> <p>Prepares, completes, and submits applicable annual reports and award applications.</p> <p>Schedules and conducts presentations to schools, businesses, and community organizations.</p>

	Performs other related duties as assigned.
<b>FLSA Status</b>	Exempt
<b>Hours worked per week (include over time)</b>	40
<b>Department Code</b>	105
<b>Department Name</b>	Parks, Rec, & Cultural Affairs
<b>Unit Code</b>	4950
<b>Unit Name</b>	COBB CLEAN COMMISSION
<b>Position Type</b>	Full-Time
<b>Job Category</b>	Environmental Services
<b>Internal or External</b>	External-Open to Public
<b>Minimum Qualifications</b>	Bachelor's degree, preferably in one of the physical sciences or an environmental related field; supplemented by three to five years progressively knowledgeable and skilled experience in public education, public relations, marketing and/or event programming, preferably as such relates to environmental and ecological awareness; or an equivalent combination of education, training and experience.
<b>Preferred Qualifications</b>	Cardio Pulmonary Resuscitation (CPR) Certificate. Valid Driver's License.
<b>Physical Requirements</b>	While performing the essential functions of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; speak; and lift and/or move up to 10 to 20 pounds.  While performing the essential functions of this position there is infrequent exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, dampness/humidity, and wildlife
<b>Posting Number</b>	00285 (TR)
<b>Posting Date</b>	08/04/2016
<b>Open Until Filled</b>	Yes
<b>EEO Statement</b>	Cobb County is an equal opportunity employer.  Cobb County Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.
<b>Employment Notice</b>	Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact us if you require accommodation to apply for a position. If you need assistance, please contact us at 770-528-2541  Cobb County Government is a smoke-free environment for all employees.  Cobb County Government is a Drug-Free Workplace. All employees are subject to reasonable suspicion and post-accident testing.
<b>Quicklink for Posting</b>	<a href="http://cobbcounty.peopleadmin.com/postings/15210">http://cobbcounty.peopleadmin.com/postings/15210</a>